

## Executive Director Job Description - Nevada State Board of Podiatry

### **Administrative Functions**

All operational aspects of the Board office  
Prepare and manage Board correspondence  
Follow Board directives  
Assure priority matters receive prompt and appropriate attention  
Ensure compliance with all State and Federal reporting requirements  
Maintain database and all office programs  
Maintain files of licensees, expired licenses, withdrawn applicants, etc.

### **Licensure Activities**

Distribute, receive and process license applications  
Process applications and corresponding materials  
Contact with applicants  
Perform annual renewal of licenses  
License upon completion of application

### **Communications/Reporting/Meetings**

Maintain website – agendas, licensees, forms, etc.  
Records requests and license/credentialing verifications  
State reporting requirements  
Prepare agendas, minutes for the Board  
Register and travel plans for Board Members

### **Financial Management**

Log all payments into Quick Books  
Pay bills  
Prepare deposits  
Pay Board Members  
Prepare Budget  
Assist in audit process if applicable  
Review contracts/costs  
Prepare financial reports for Board meetings  
Work with Bookkeeper to reconcile accounts  
Work with Bookkeeper to prepare annual Balance Sheet for LCB

### **Complaints/Disciplines**

Maintain complaint database  
Initiate communication for complaints  
Prepare cases for review by Investigating Board Member  
Prepare subpoenas  
Forward appropriate cases to Legal Counsel  
Process Consent Decrees  
Timely notice complaints  
Be a prepared witness for hearings if applicable  
Ensure collection of imposed fines  
Ensure Licensees comply with Board orders/requirements